Telephone: 01949 844920
Email: admin@belvoirhigh.leics.sch.uk
Website: www.belvoirhigh.leics.sch.uk

Parent Portal User Guide

for Parents and Carers

Autumn 2014

Parent Portal Site: www.vvs.org.uk

NB: *This guide was correct at the time of publication, but maybe updated and amended as necessary and as new features become available. Where images have been used to demonstrate functionality there may be slight variations in the wording or visual appearance.*

Contents

01| Introduction 1
Introduction 1
Prerequisites 1
Supported Web Browsers 1
Security 1

02| Getting Started 3
Logging into the Parent Portal 3
Logging out of the Parent Portal 4

03| Managing Your User Account 5
Introduction 5
Viewing Your User Account Details 5
Change Your Password 5
Changing Your Security Question and Answer 6
Forgotten Your Password? 7

04| Viewing Your Child's Information 8
My Children Dashboard 8
Latest Announcements 8
Headlines 8
Today's Attendance 9
Events 10
My Children Links 12
Student Dashboard 13
Viewing Student Documents 19
Viewing Homework 21
Viewing Detailed Information For Your Child 22
Detailed Student Information 22
Student Classes 26
Student Session Attendance 29
Student Conduct 31
Student Assessment 32

Index 35

01 | Introduction

Introduction

All schools have a database in which student information is stored and this information is accessed through software called a *Management Information System* (MIS). The Parent Portal site enables parent/carers to access the SIMS school database over the Internet.

Prerequisites

In order to access the Parent Parent site, you need a reliable, fast Internet connection (basic broadband is sufficient).

Please check the following list of supported browsers to make sure that your Internet browser is compatible:

Supported Web Browsers

Browser	PC	Mac
Google Chrome 21	✓	×
Internet Explorer 10.x	✓	×
Internet Explorer 9.x	✓	×
Mozilla Firefox 15	✓	×
Safari 6.x	×	✓

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is your responsibility to ensure that your user name and password are kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

***IMPORTANT NOTE**: Always ensure that you log out of the Parent Portal site and close the browser, otherwise it may be left open for use by unauthorised persons.*

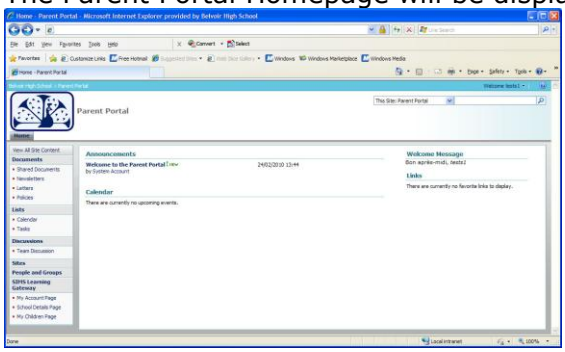
For added security and transmission of data the school has invested in a Security Certificate similar to that used on many e-commerce websites. Look for the pad lock to ensure you're accessing the site secure

02| Getting Started

Logging into the Parent Portal

1. Using a web browser (please see Supported Web Browsers on page *1*), enter the web address: **www.vvs.org.uk** or click on the link from the school website.
2. A login screen is displayed. Enter the login details that have been provided with.

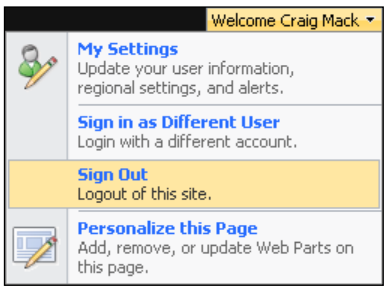
3. In the username box type the username you have been given. For all parents this username starts: SLG e.g. SLGbarrub
4. Type the password you have been issued with into the password box.
5. Click on the Log On button.
6. If this is the first time you have logged in, you may be asked to change your password.
7. The Parent Portal Homepage will be displayed.



8. You are now ready to access your children's school information.

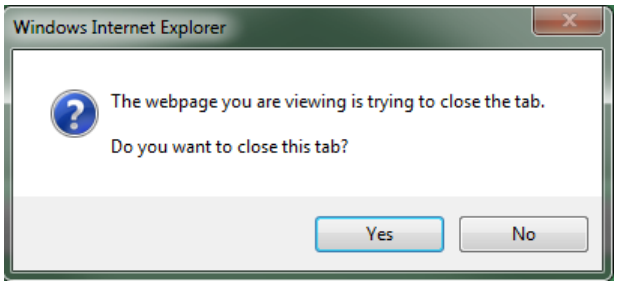
Logging out of the Parent Portal

1. Click on the **Welcome <your name>** link at the top of the page to display the user menu.


Welcome Craig Mack
My Settings
Update your user information, regional settings, and alerts.
Sign in as Different User
Login with a different account.
Sign Out
Logout of this site.
Personalize this Page
Add, remove, or update Web Parts on this page.

2. Select **Sign Out** to log out of the Parent Portal.
3. The Log Out Screen is displayed.

4. Click 'Close Window'. A confirmation dialog is displayed.



5. Click the **Yes** button to sign out.

03| Managing Your User Account

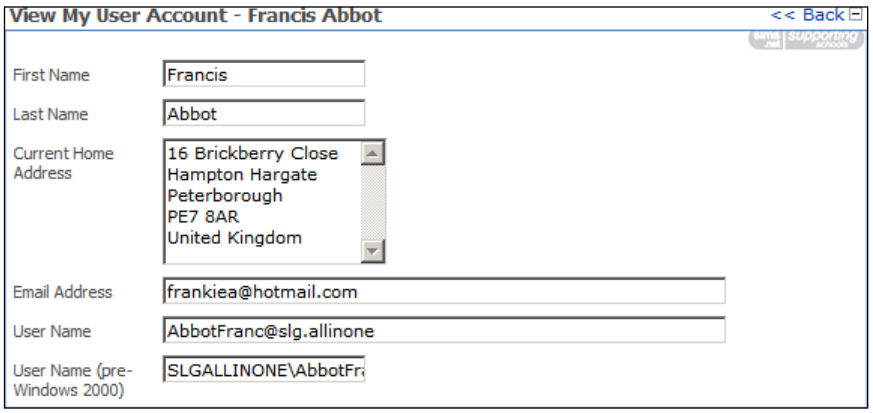
Introduction

Click the **My Account Page** link on the navigation bar on the left to display the **My Account** page. From here you can:

- view your personal details
- change your password
- change your security question and answer.

Viewing Your User Account Details

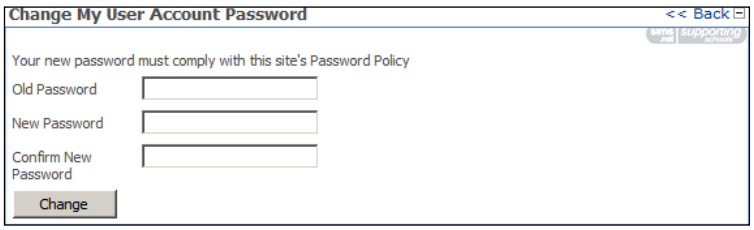
The **View My User Account** panel displays the contact information the school holds for you. If any of these details are incorrect or incomplete, please contact the school.



Change Your Password

> ***IMPORTANT NOTE:*** *If you are not asked to change your password the first time you login in, you must perform this procedure immediately after logging in for the first time.*

1. In the **Change My User Account Password** panel, enter your **Old Password**.

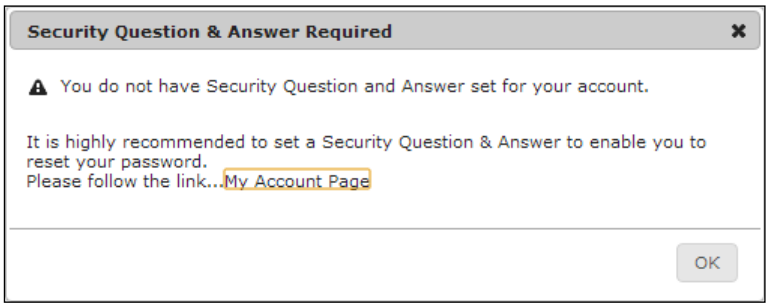


2. Enter your new password in the **New Password** and **Confirm New Password** fields.

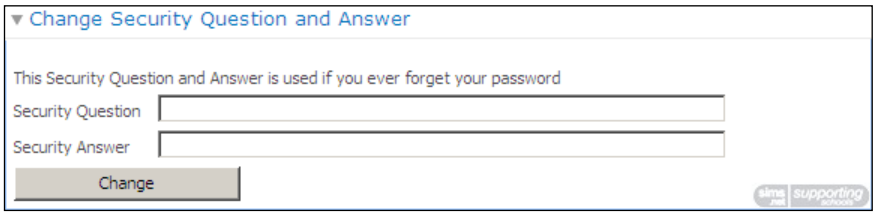
> *NOTE: There may be a password policy you have to comply with, to make sure it is hard for other people to guess your password. For example, it may have to contain at least one capital letter and one number, and be sufficiently different from passwords you have used in the past.*

3. Click the **Change** button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing Your Security Question and Answer

> ***IMPORTANT NOTE**: As an additional security step, you must set at least one Security Question and Answer to be able to request a password reset. You will be prompted to do so every time you access your user account pages, until you have provided a Security Question and Answer.*
>
> 
> Security Question & Answer Required
> You do not have Security Question and Answer set for your account.
> It is highly recommended to set a Security Question & Answer to enable you to reset your password.
> Please follow the link...My Account Page
> OK
>
> *Click the **OK** button or the **My Account Page** link to display the **Change Security Question and Answer** panel.*

1. In the **Change Security Question and Answer** panel, enter a question into the **Security Question** field.


Change Security Question and Answer
This Security Question and Answer is used if you ever forget your password
Security Question
Security Answer
Change

> *NOTE: The question must be something that only you know the answer to, but at the same time is easy to remember. Examples include your first school, the make of your first car or favourite game or film. The use of personal or family-related information is not advised.*

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

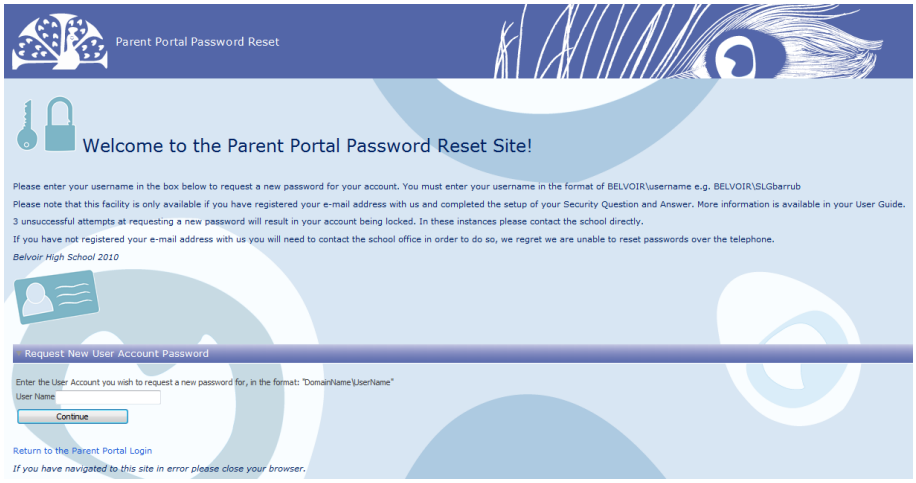
More Information:
Forgotten Your Password? on page *7*

Forgotten Your Password?

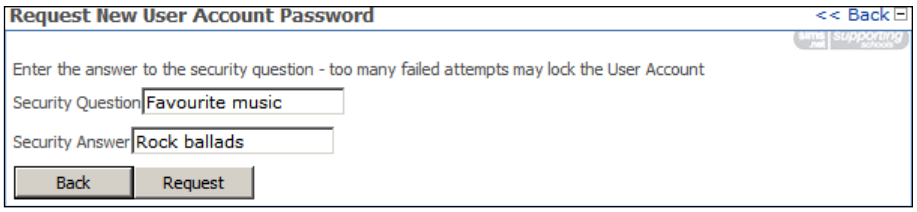
To reset your password, proceed as follows:

1. Using a web browser, enter the web address: **reset.vvs.org.uk**

   The **Request New User Account Password** page is displayed.

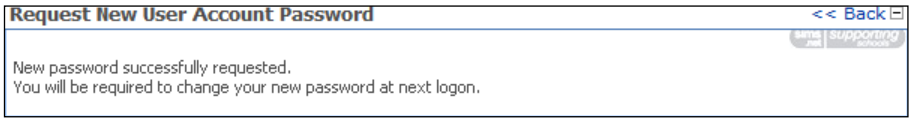

Parent Portal Password Reset
Welcome to the Parent Portal Password Reset Site!
Please enter your username in the box below to request a new password for your account. You must enter your username in the format of BELVOIR\username e.g. BELVOIR\SLGbarrub
Please note that this facility is only available if you have registered your e-mail address with us and completed the setup of your Security Question and Answer. More information is available in your User Guide.
3 unsuccessful attempts at requesting a new password will result in your account being locked. In these instances please contact the school directly.
If you have not registered your e-mail address with us you will need to contact the school office in order to do so, we regret we are unable to reset passwords over the telephone.
Belvoir High School 2010
Request New User Account Password
Enter the User Account you wish to request a new password for, in the format: "DomainName\UserName"
User Name
Continue
Return to the Parent Portal Login
If you have navigated to this site in error please close your browser.

2. Enter your **User Name** and click the **Continue** button.



3. Enter your **Security Answer** to the **Security Question** and click the **Request** button.

   If the password is requested successfully, the following message is displayed and your temporary password is emailed to you:


Request New User Account Password
<< Back
New password successfully requested.
You will be required to change your new password at next logon.

> *NOTE: If you have attempted and failed to answer the security question, you are advised to contact the school for assistance.*

4. Follow the procedure to Change Your Password (please see *Change Your Password* on page *5*). When prompted, enter the temporary password provided to you in the Old Password field.

04 | Viewing Your Child's Information

My Children Dashboard

The **My Children Dashboard** displays key information about your child or children and contains five main areas:

- **Latest Announcements**
- **Headlines**
- **Today's Attendance**
- **Events**
- **My Children Links** (provides access to the Student Dashboard and other student information such as Homework).

Latest Announcements

The **Latest Announcements** panel displays school and parent/carer-related announcements. To view a complete list of announcements, click on the announcement text.

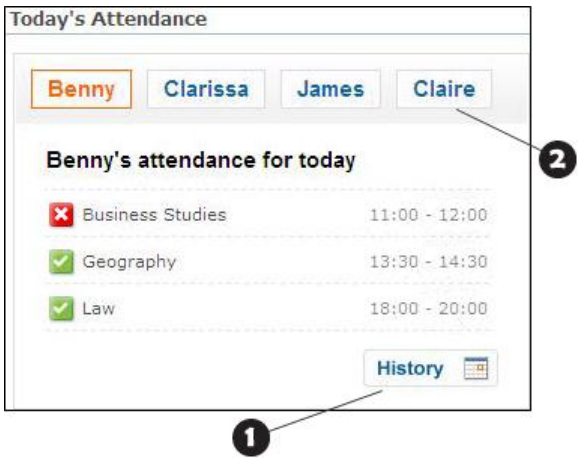
Headlines

The **Headlines** panel displays important information about your child or children at a glance. Information that might be provided includes attendance percentage, lateness, achievements, behaviour information and key performance indicators (KPIs) for the current academic year.

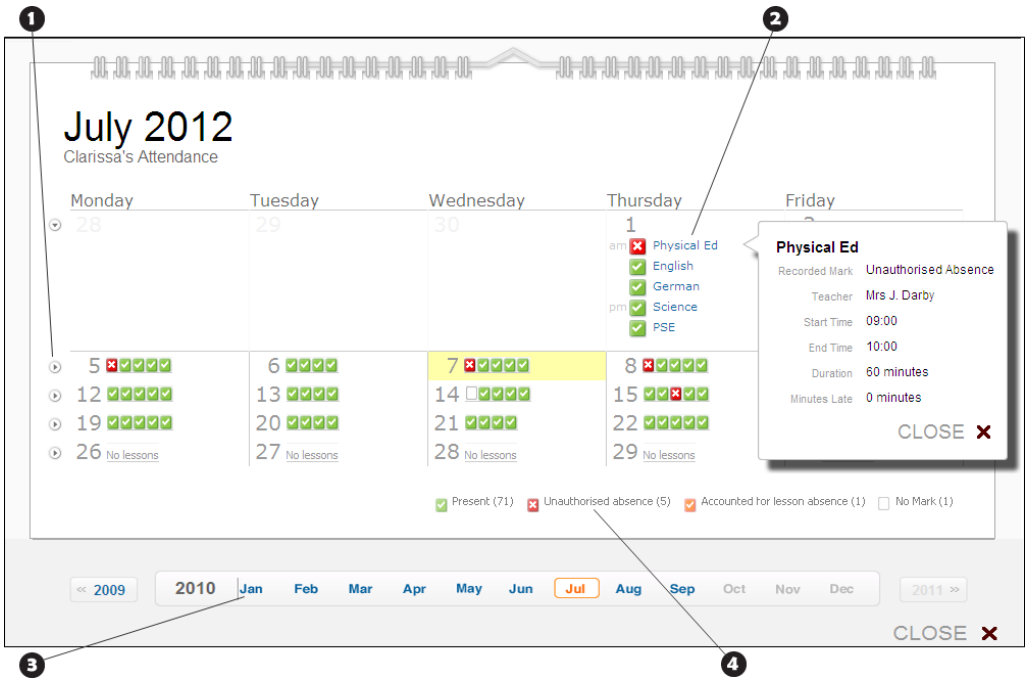
1	Click the arrow to play the headlines in an ordered slideshow.
2	Click a slide to stop the slideshow. Click again to restart the slideshow.
3	Click a circle to view an individual headline.

Today's Attendance

The **Today's Attendance** panel displays the attendance information (by lesson) for your children for the current day. To view the attendance information for a child, click on their name. To view your child's lesson attendance history, click the **History** button.



1	Click a child's name to display their lesson attendance information.
2	Click the **History** link to display detailed attendance information for the current month.



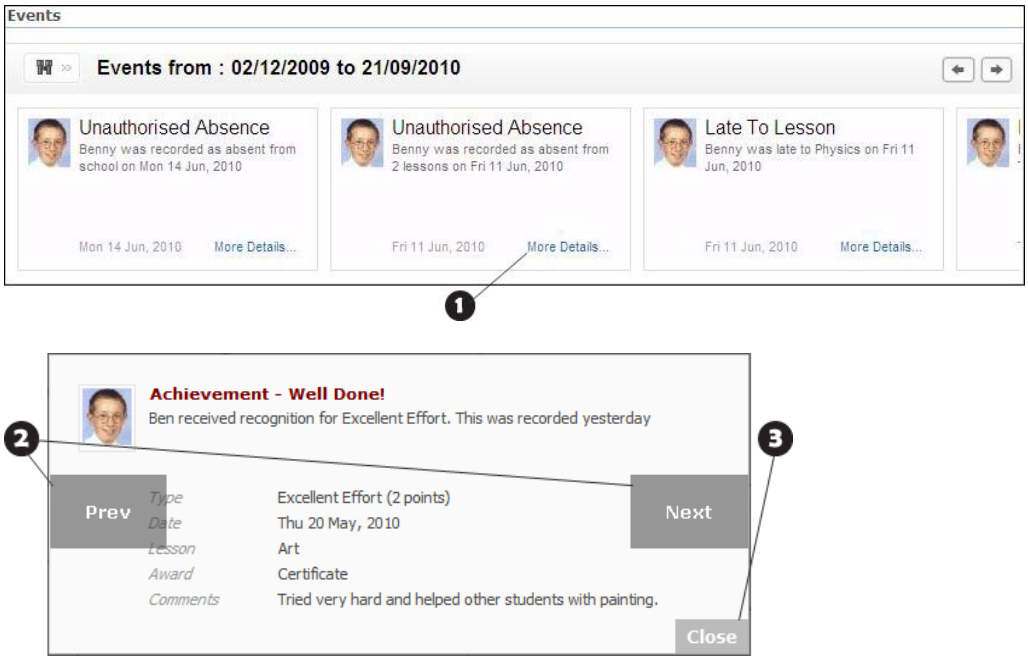
1	Click a triangle to expand the week and view the lessons.
2	Click a lesson to view the details, including the attendance mark recorded for your child.

3	Navigate to a different month or year by clicking the desired month name or year.
4	Displays the total number of attendance marks recorded in the month.

Attendance Mark	Definition
✓	Present
✓	Approved Educational Activity, Attendance Not Required, Authorised Absence
✗	Unauthorised Absence
☐	No Mark Entered

Events

The **Events** panel displays as-it-happens information for a number of areas. Information that might be provided includes lateness, unauthorised absences, achievements, behaviour incidents and any comments that teachers have entered in the register.



1	Click the **More Details** link to display all the information about the event.
2	Move your cursor over the left or right side of the box to reveal scroll buttons. Click **Prev**/**Next** to view all events.
3	Click the **Close** button to return to the **My Children Dashboard**.

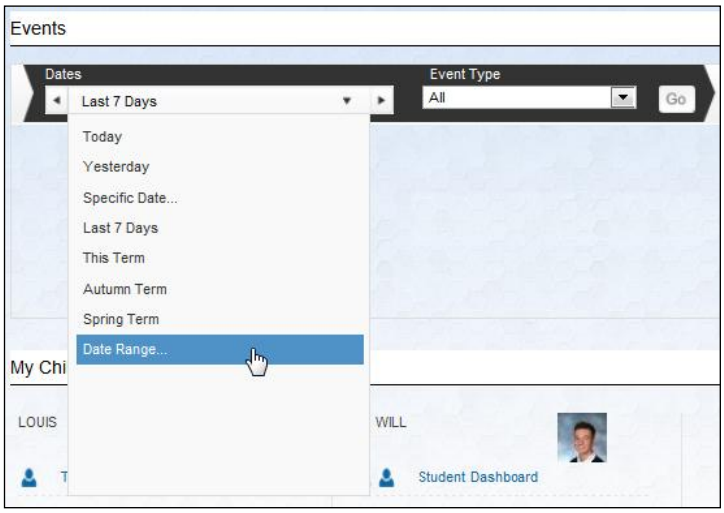
Filtering Events by Date Range

To filter events by date range:

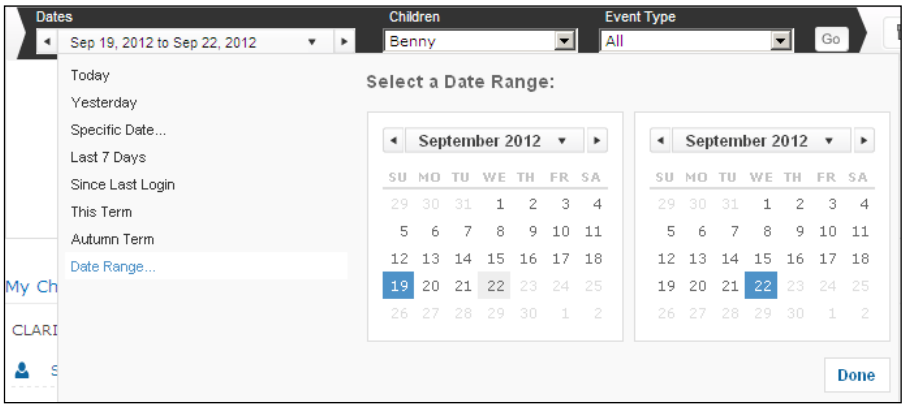
1. Click the **Filter** button.

Filter button

2. Select the desired date range from the **Dates** drop-down list.



3. To choose an arbitrary date range, click **Date Range** and select the required start and end dates.



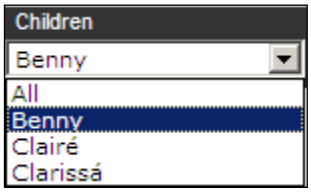
Filtering Events by Child or Event Type

To filter the displayed events by individual child or by event type:

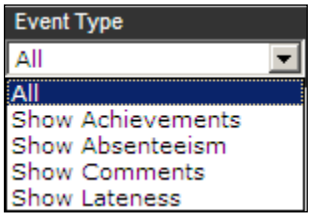
1. Click the **Filter** button.

Filter button

2. To filter by child, choose the child from the **Children** drop-down list and click the **Go** button.



3. To filter by event type, choose the event type from the **Event Type** drop-down list and click the **Go** button.

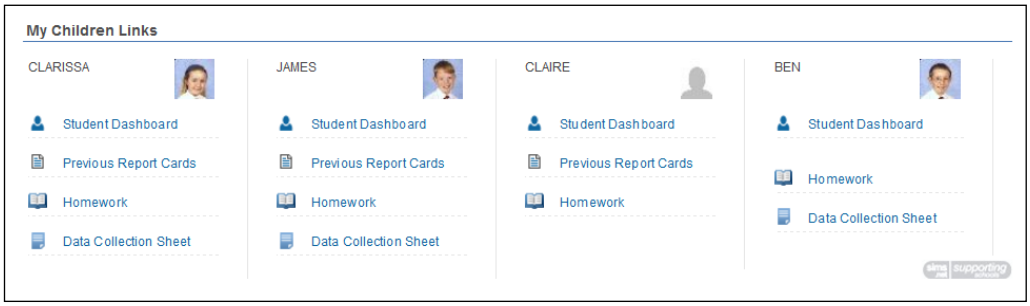


My Children Links

The **My Children Links** panel provides hyperlinks to view the details of your children that currently attend the school.

If enabled by your school, you can see the following hyperlinks:

- **Student Dashboard** – View key information (attendance, conduct, current performance and assessment) for a child.
- **View Documents –** View assessment and profile reports for a child.
- **Homework** – View homework assigned to a child.

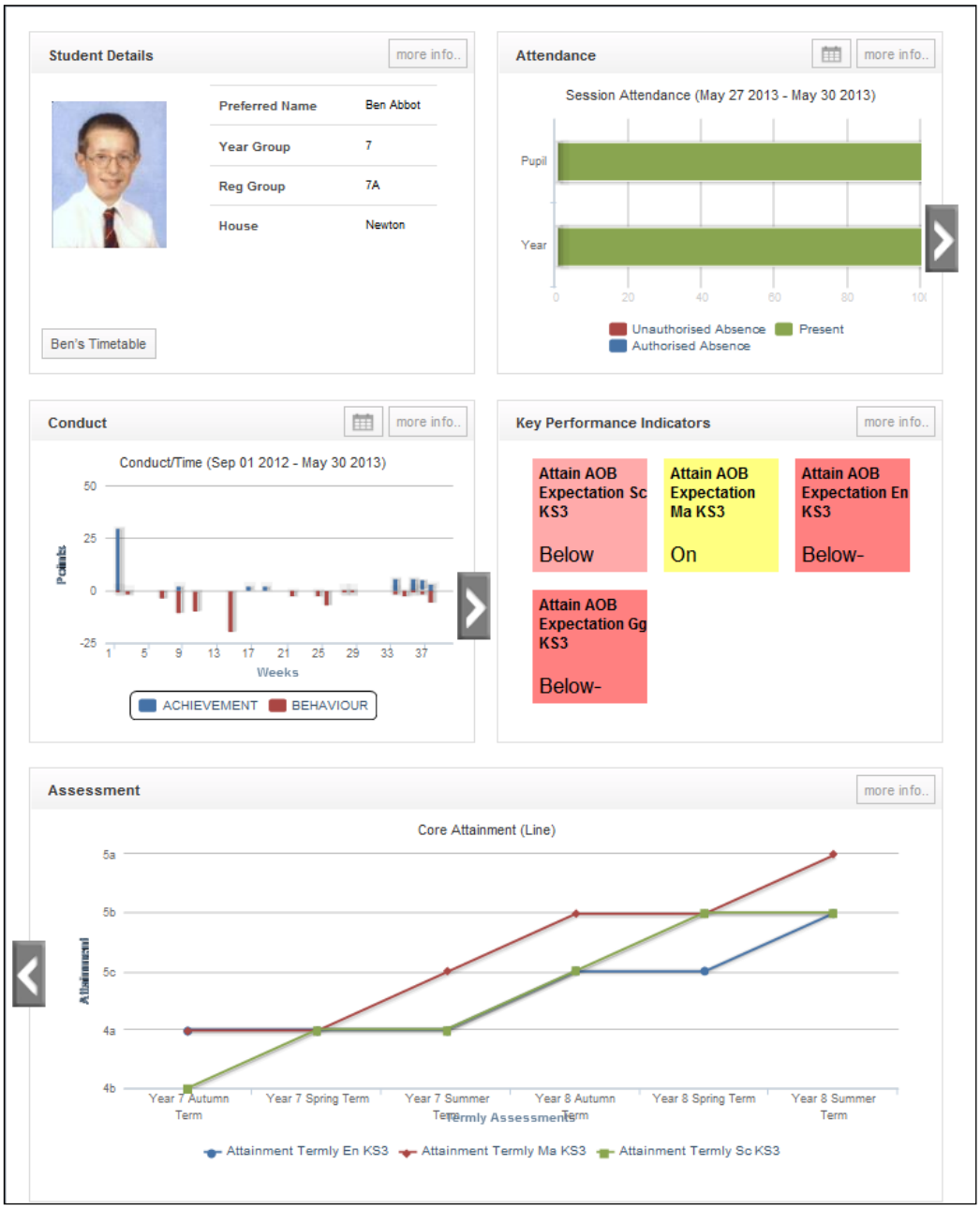


More Information:
Viewing Homework on page *20*
Viewing Student Documents on page *19*

Student Dashboard

The **Student Dashboard** allows you to view essential student information at a single glance. The Dashboard comprises up to five web parts, depending on your school's information requirements:

- **Student Details** (Student Registration Information)
- **Attendance** (Session Attendance Summary)
- **Conduct** (Conduct Summary)
- **Key Performance Indicators** (Student Assessment KPIs)
- **Assessment** (Student Assessment Summary).



Accessing the Student Dashboard

You can view the Dashboard for a child by selecting **My Children Dashboard** from the navigation bar on the left, then scrolling down to **My Children Links** and clicking on their **Student Dashboard** link.

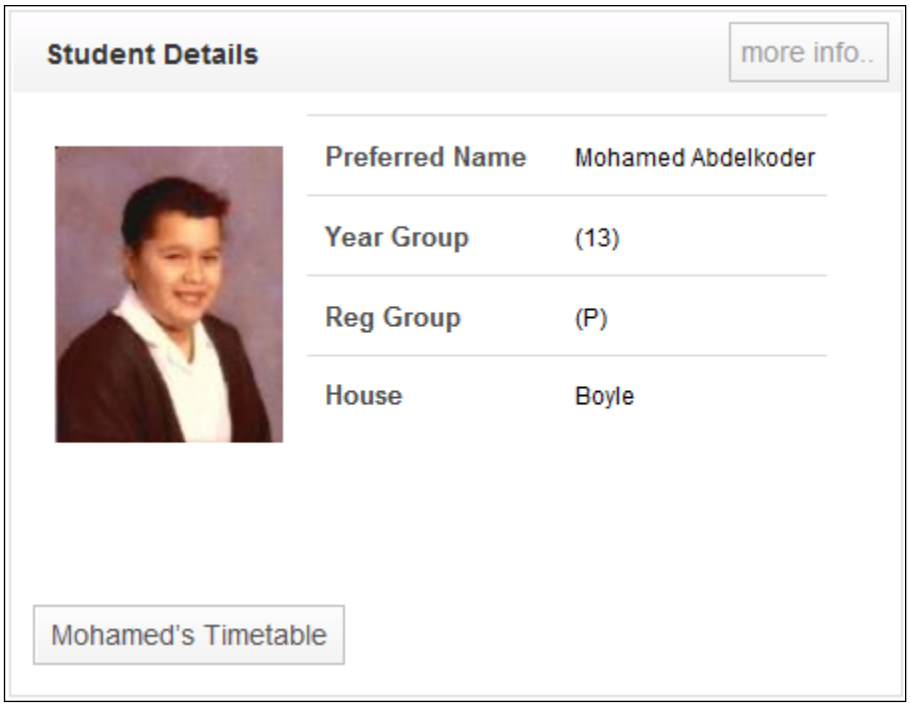
Using the Web Parts on the Student Dashboard

You can obtain detailed and further related information by clicking anywhere in a web part to activate it, then:

- hovering over an element (a coloured bar or heading) to display essential information, e.g. points (behaviour/achievement) or percentage (attendance)
- clicking an item in the legend to turn the corresponding information off/on
- using the scroll buttons to view a breakdown of the information, e.g. by type (conduct <> achievement <> behaviour)
- using the buttons: all web parts feature a **more info** button in the top right-hand corner and—where appropriate—a display a **Calendar** icon, which will redirect you to related pages in the student record or calendar views for detailed information and allow you to define a period to view.

Viewing Student Details

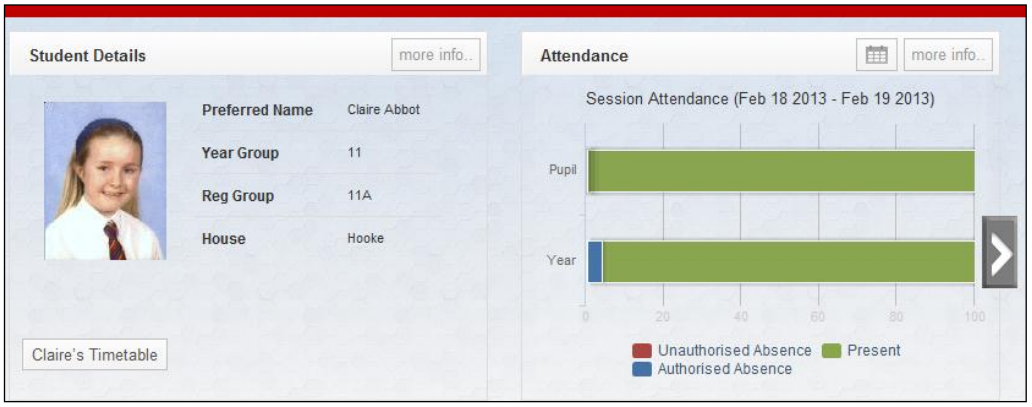
The **Student Details** web part provides basic student registration information such as **Preferred Name**, **Class** and **Year Group**.



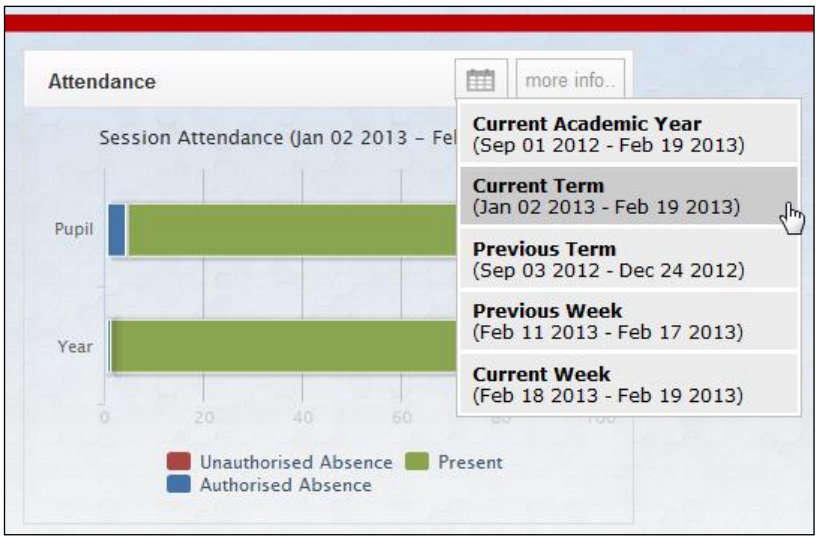
Click the **more info** button in the top right-hand corner to view details of the student information held by the school. Additional buttons at the bottom of the web part provide quick access to the **Student Timetable** (please see ***Student Timetable*** on page *28*).

Viewing Attendance Information

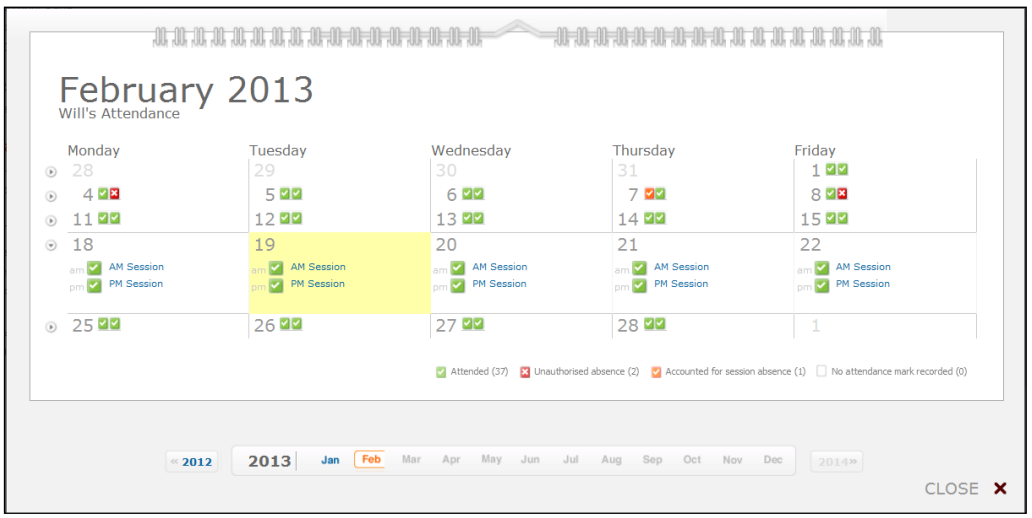
The **Attendance** web part provides information on a pupil/student's session attendance in a colour-coded, graphical format. Hovering over an entry will display attendance details broken down by **Present** (green), **Unauthorised Absence** (red) and **Authorised Absence** (blue), the number of sessions and the percentage.



Clicking the **Calendar** icon opens a drop-down menu enabling you to choose to view conduct details by year or term. Select a time period to view information for the selected period.



Clicking the **more info** button in the top right-hand corner of the web part opens the calendar. Each calendar month provides a breakdown of attendance per session per day and clicking on a session displays teacher information, recorded lesson mark and minutes late.

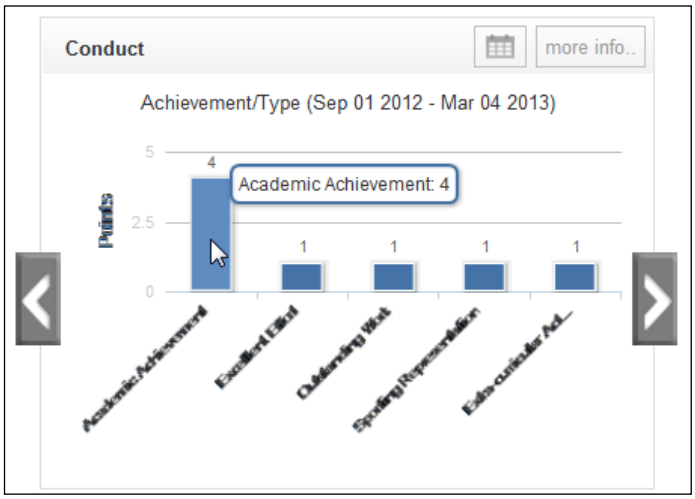


Viewing Conduct Information

The **Conduct** web part provides information on student conduct, colour-coded and in graphical format. Hovering over an entry will display attendance details broken down by **Achievement: <positive number>** and **Behaviour: <negative number>** and **Week <No.>**. Clicking the **Calendar** icon displays a drop-down menu enabling you to choose to view conduct details by year or term.

Clicking on the items in the legend at the bottom of the web part turns their display on/off. Use the scroll buttons to view details by conduct type and the composition of conduct points.

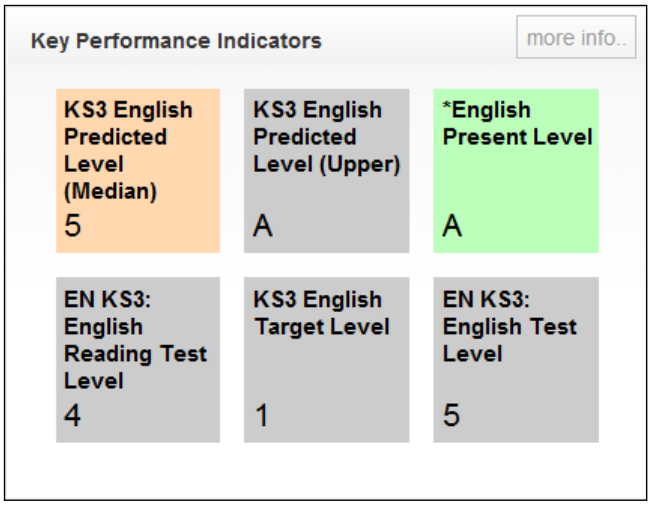
Hovering over each bar displays a pop-up showing **<conduct type: points>**.



Clicking the **more info** button in the top right-hand corner of this web part redirects to the **Student Conduct Summary** panel (please see *Student Conduct* on page *30*) that provides full details of all incidents and achievements held by the school.

Viewing Key Performance Indicators

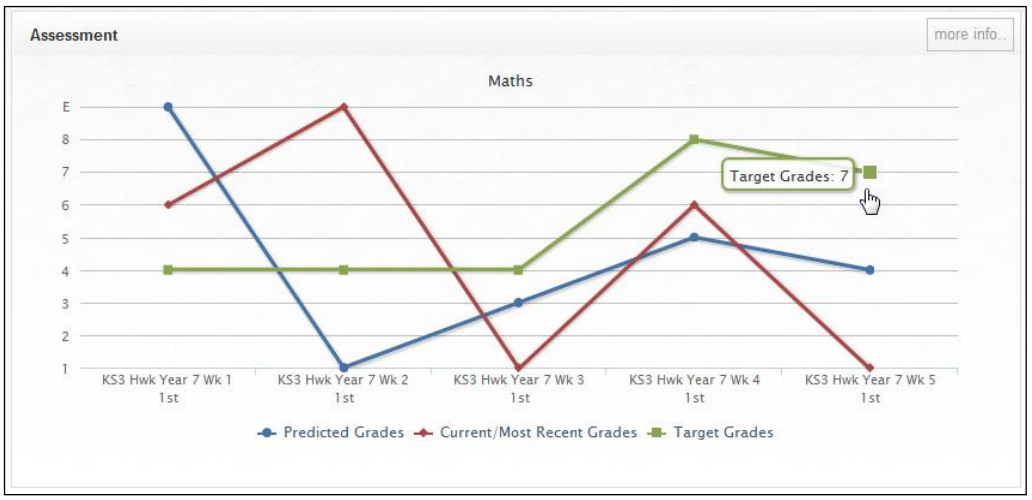
The **Key Performance Indicators** web part provides a window on the latest results (grades) attained by the pupil/student for the most recent assessment(s) of an Aspect. Hovering over an entry will display the full subject title. This information can be tailored as required by the school.



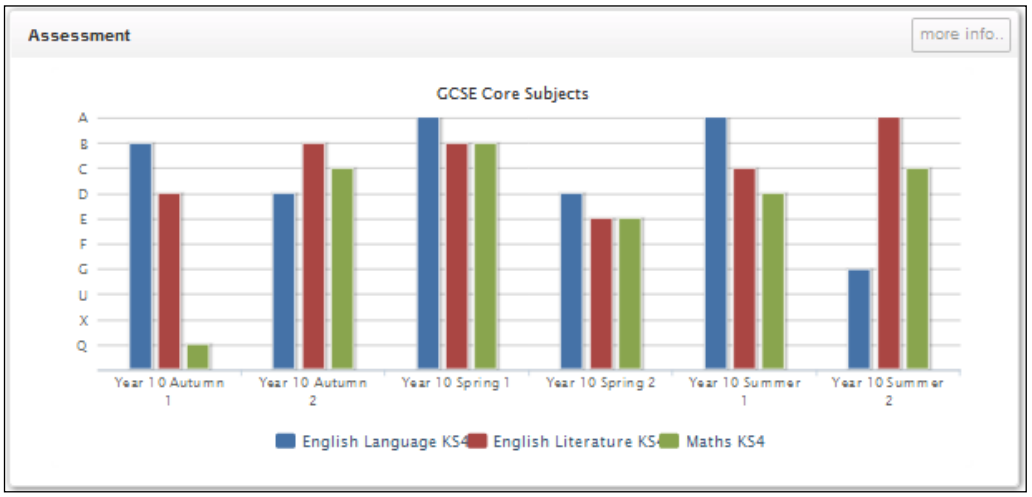
Clicking the **more info** button in the top right-hand corner redirects to the **Student Assessment Summary** panel (please see *Student Assessment* on page *32*), which provides full details of all assessments and achieved grades by term and date.

Viewing Assessment Information

The **Assessment** web part provides summary information about assessments in a colour-coded, graphical format. By plotting achieved grades (result sets) over one or more Aspects, it gives a clear visual indication of trends by subject. If several graphs are available, scroll buttons will be displayed.



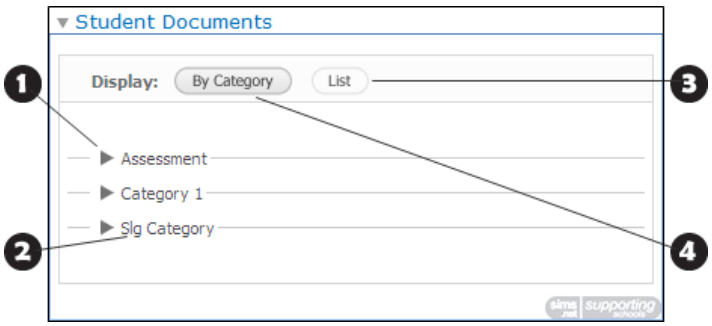
Hovering over an indicator enlarges the plotted point on a line graph and displays **<aspect>: <grade>** information. Graph lines or bars can be turned on/off by clicking on the corresponding name in the legend.



Clicking the **more info** button in the top right redirects to the **Student Assessment Summary** panel (please see *Student Assessment* on page *32*), which provides full details of all assessments and achieved grades by term and date.

Viewing Student Documents

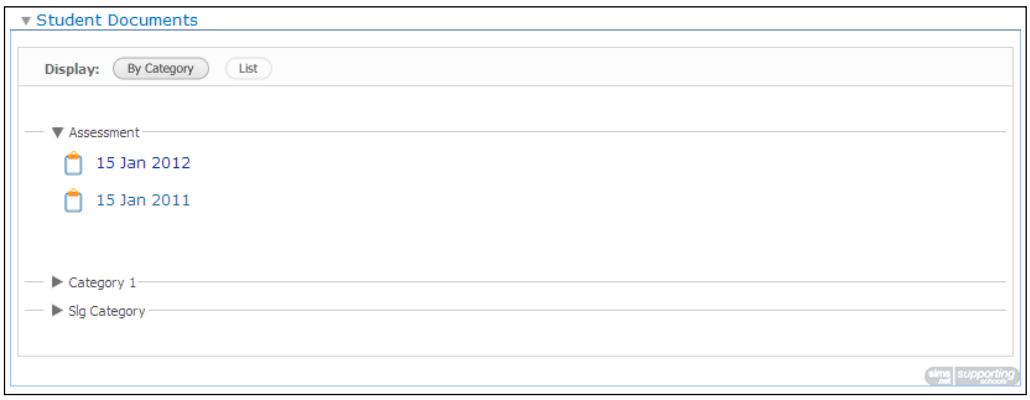
The **Student Documents** panel provides access to profile and assessment reports that have been published for your child.



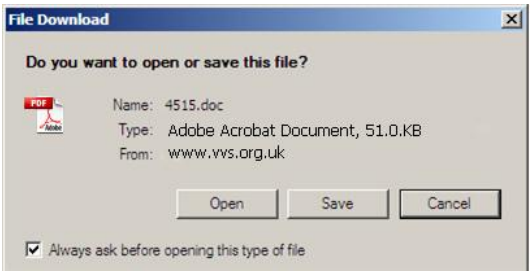
1	Click the triangle to display all the reports in a category.
2	Categories are assigned by the school. Similar reports are grouped together.
3	Click the **List** button to display all reports as a list with the most recent on top.
4	Click the **By Category** button to sort reports.

To view an online report, proceed as follows:

1. In the **Student Documents** panel, locate the report you wish to view. Use the **By Category** and **List** buttons to help locate the report you require.



2. Click the report you wish to view to display the **File Download** dialog.



3. Click the **Open** button to display the online report.

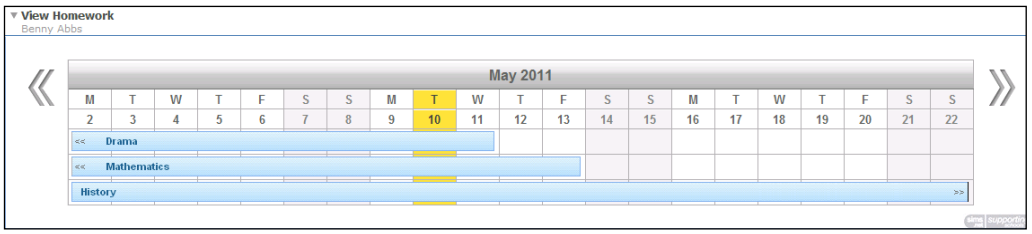
IMPORTANT NOTE: *Microsoft Windows 7 and Windows 8 users might be prompted for their login credentials. If prompted, enter your Parent Portal* ***User name*** *and* ***Password*** *again and click the* ***OK*** *button to view the online report. If a prompt similar to below is displayed please enter BELVOIR\ before entering your username as shown.*

NOTES: Reports are published online as Adobe PDF files.

To view PDF files, you will need Adobe Acrobat Reader installed on your computer, available from Adobe (http://get.adobe.com/uk/reader).

Viewing Homework

The homework timeline displays subject, homework titles and descriptions for current, previous and, if enabled by the school, future assignments for a child in order of date due.


View Homework
Benny Abbs
May 2011
M T W T F S S M T W T F S S M T W T F S S
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
Drama
Mathematics
History

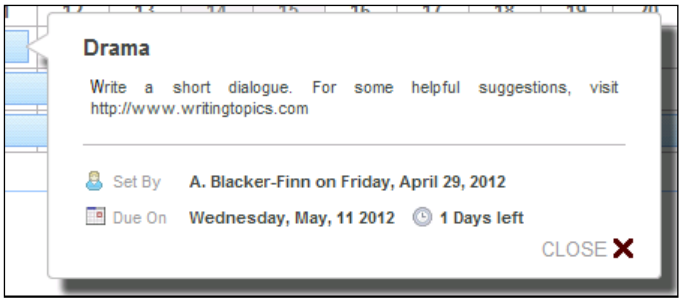
The current week, last week and next week are displayed by default. The current day is highlighted. Homework records (blue bars) are displayed according to their due date, with the nearest due date on top.

Use the scroll buttons to view homework assignments. Click the **Scroll Left** button to view assignments set a fortnight ago or earlier and the **Scroll Right** button to view assignments due to be started or completed in a fortnight or later.

Scroll Left

Scroll Right

To view homework details, click on the required homework bar. A pop-up displays the subject, the homework title (if applicable), details of the task and any supporting information (e.g. recommended learning materials or useful websites), the due date, days left to complete the work and who set the homework.


Drama
Write a short dialogue. For some helpful suggestions, visit http://www.writingtopics.com
Set By A. Blacker-Finn on Friday, April 29, 2012
Due On Wednesday, May, 11 2012 1 Days left
CLOSE

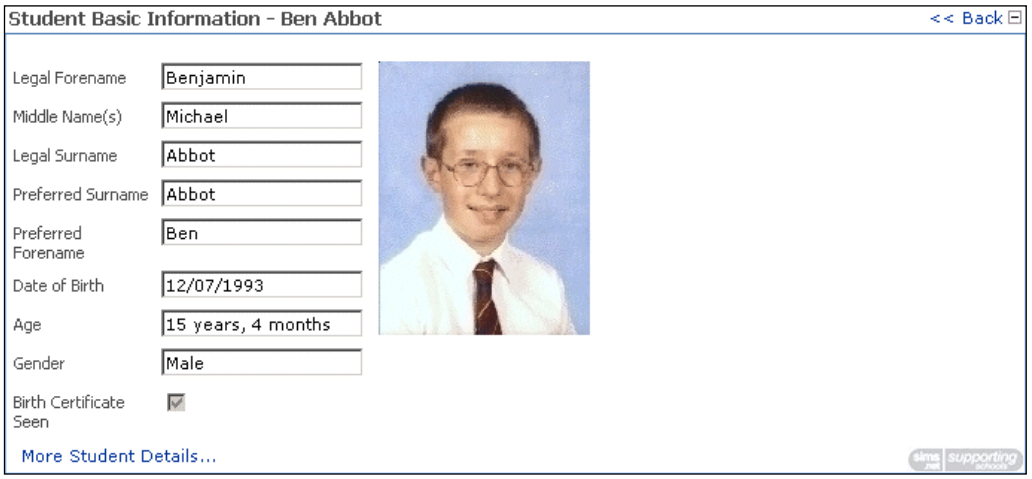
Viewing Detailed Information For Your Child

You can use the **more info** buttons in the web parts on the **Student Dashboard** to view detailed information being held by the school for each pupil/student.

Detailed Student Information

The **Student Basic Information** panel provides key information on your child, to view this panel click the **more info** button in the top right-hand corner of the **Conduct**, **Key Performance Indicators** or **Assessment** web parts on the **Student Dashboard** to display the **Student Summary** page and then scroll to the top of the page.

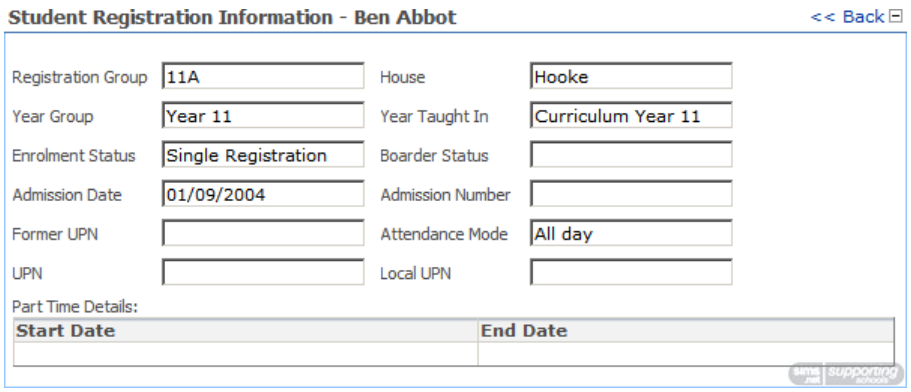
- **Student Basic Information**



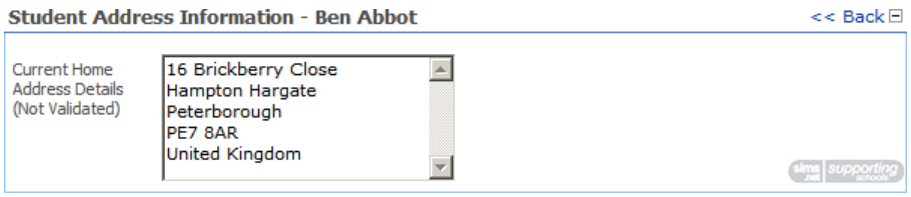
To view additional student information, click the **More Student Details** link at the bottom of the panel or the **more info** button at the top of the **Student Details** web part on the **Student Dashboard** to display the **Student Details** page.

The **Student Details** page enables you to view any of the following information panels:

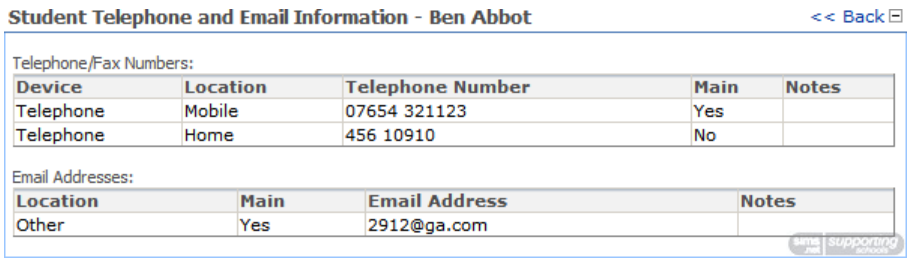
- **Student Registration Information**



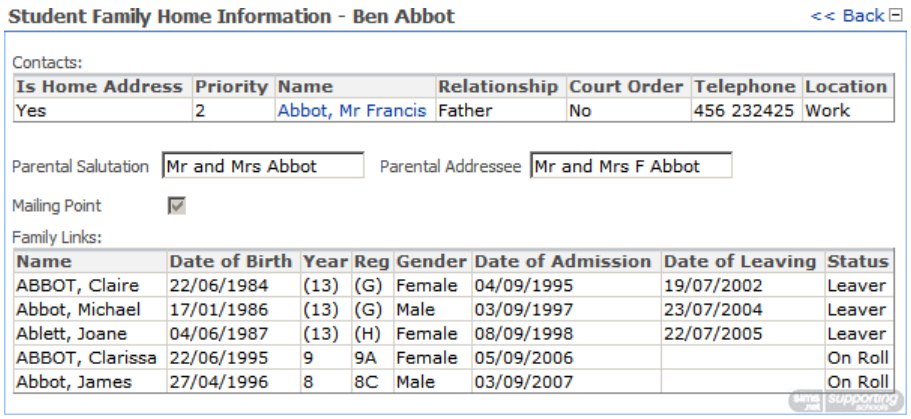
- ## Student Address Information



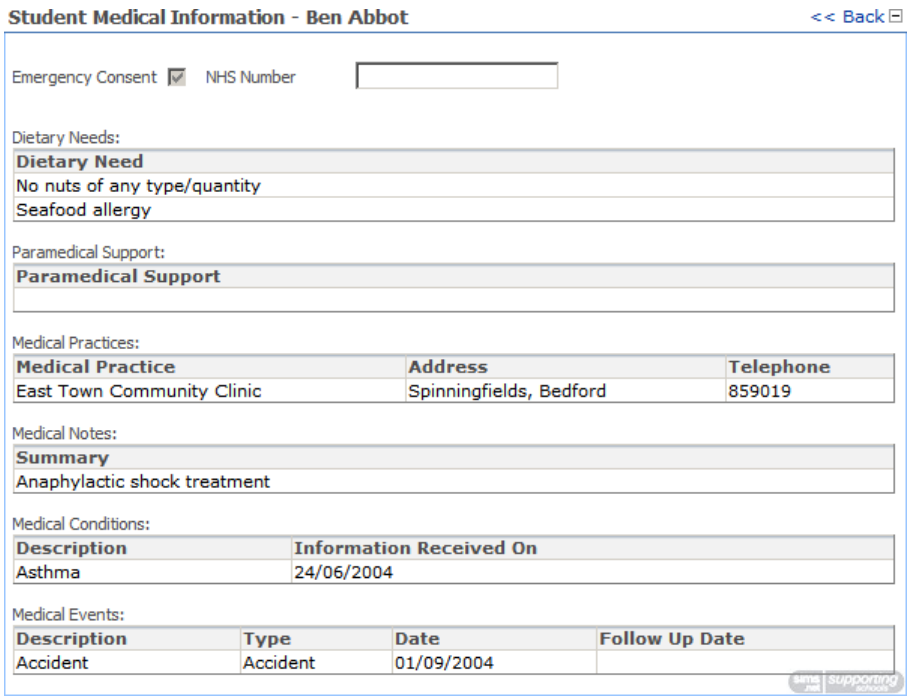
- ## Student Telephone and Email Information


Student Telephone and Email Information - Ben Abbot
<< Back
Telephone/Fax Numbers:
Device | Location | Telephone Number | Main | Notes
Telephone | Mobile | 07654 321123 | Yes |
Telephone | Home | 456 10910 | No |
Email Addresses:
Location | Main | Email Address | Notes
Other | Yes | 2912@ga.com |

- ## Student Family Home Information


Student Family Home Information - Ben Abbot
<< Back
Contacts:
Is Home Address | Priority | Name | Relationship | Court Order | Telephone | Location
Yes | 2 | Abbot, Mr Francis | Father | No | 456 232425 | Work
Parental Salutation Mr and Mrs Abbot
Parental Addressee Mr and Mrs F Abbot
Mailing Point
Family Links:
Name | Date of Birth | Year | Reg | Gender | Date of Admission | Date of Leaving | Status
ABBOT, Claire | 22/06/1984 | (13) | (G) | Female | 04/09/1995 | 19/07/2002 | Leaver
Abbot, Michael | 17/01/1986 | (13) | (G) | Male | 03/09/1997 | 23/07/2004 | Leaver
Ablett, Joane | 04/06/1987 | (13) | (H) | Female | 08/09/1998 | 22/07/2005 | Leaver
ABBOT, Clarissa | 22/06/1995 | 9 | 9A | Female | 05/09/2006 | | On Roll
Abbot, James | 27/04/1996 | 8 | 8C | Male | 03/09/2007 | | On Roll

Student Medical Information



Student Medical Information - Ben Abbot << Back

Emergency Consent ☑ NHS Number

Dietary Needs:

Dietary Need
No nuts of any type/quantity
Seafood allergy

Paramedical Support:

Paramedical Support

Medical Practices:

Medical Practice	Address	Telephone
East Town Community Clinic	Spinningfields, Bedford	859019

Medical Notes:

Summary
Anaphylactic shock treatment

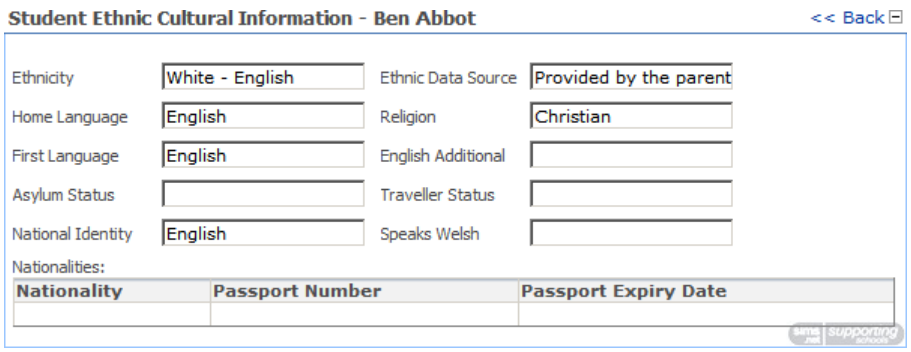
Medical Conditions:

Description	Information Received On
Asthma	24/06/2004

Medical Events:

Description	Type	Date	Follow Up Date
Accident	Accident	01/09/2004	

Student Ethnic and Cultural Information



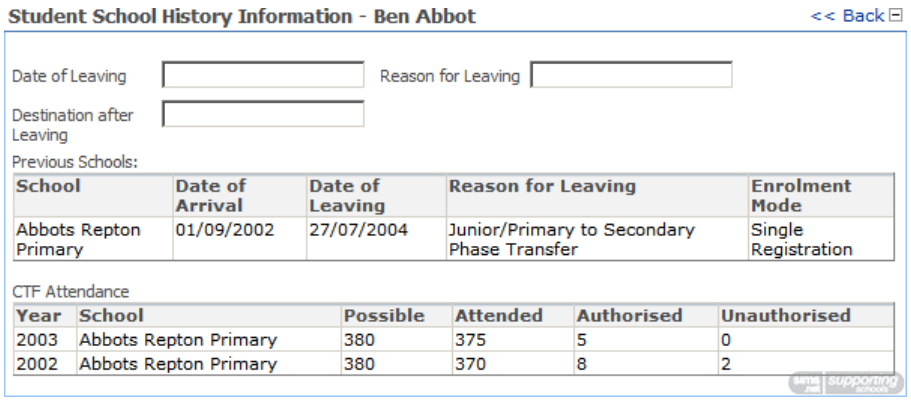
Student Ethnic Cultural Information - Ben Abbot << Back

Ethnicity	White - English	Ethnic Data Source	Provided by the parent
Home Language	English	Religion	Christian
First Language	English	English Additional	
Asylum Status		Traveller Status	
National Identity	English	Speaks Welsh	

Nationalities:

Nationality	Passport Number	Passport Expiry Date

Student School History Information



Student School History Information - Ben Abbot << Back

Date of Leaving | Reason for Leaving

Destination after Leaving

Previous Schools:

School	Date of Arrival	Date of Leaving	Reason for Leaving	Enrolment Mode
Abbots Repton Primary	01/09/2002	27/07/2004	Junior/Primary to Secondary Phase Transfer	Single Registration

CTF Attendance

Year	School	Possible	Attended	Authorised	Unauthorised
2003	Abbots Repton Primary	380	375	5	0
2002	Abbots Repton Primary	380	370	8	2

- ## Student Additional Information

Student Additional Information - Ben Abbot << Back

Meals	Sandwiches	Recoupment	Peterborough
Modes of Travel	Public Bus Service	Connexions Assent	Connexions Assent Obt
Uniform Allowance	☐	Route	
		LA Provided Transport	☑

Eligible for Free Transport:

Start Date	End Date

Eligible for Free Meals:

Start Date	End Date
06/06/2006	05/06/2008
01/09/2004	05/06/2005

Linked Agencies:

Agency Name	Address	Telephone

Linked Agents:

Name	Address	Relation Type

- ## SEN Summary Information

SEN Summary Information
Ben Abbot

SEN Status:

Date	Summary
13/04/2010	Changed to: A - School/Early Years Action.

Current Reviews:

Date	Type	Time	Summary
13/04/2010	Annual	10:38	Venue : Green Abbey School, Status : Planned

Current Provisions:

Date	Type	Summary

Future SEN Events:

Date	Type	Summary
22/04/2010	Occupational Therapist	Comments : Meeting with optometrist.

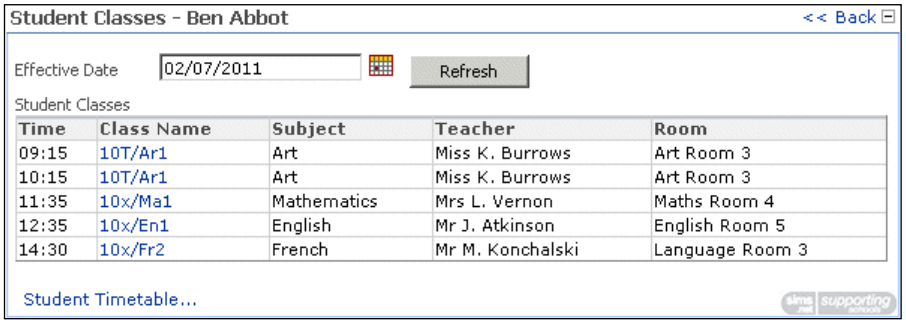
Statement Request:

Request Date	LA Response	Outcome

Student Classes

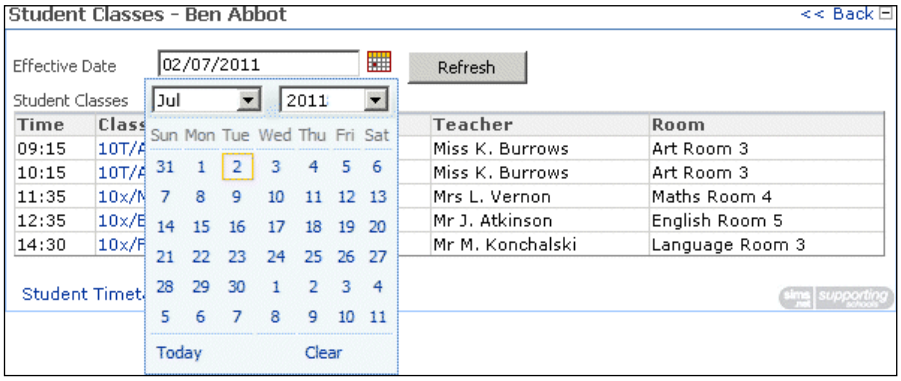
The **Student Classes** panel provides a list of classes for the selected **Effective Date**. It also provides links for accessing the **Student Group Details** page and the **Student Timetable**.

To access this panel, click the **more info** button in the top right-hand corner of the **Conduct**, **Key Performance Indicators** or **Assessment** web part on the **Student Dashboard** to display the **Student Summary** page, and then scroll to the bottom of the page.


Student Classes - Ben Abbot
<< Back
Effective Date
02/07/2011
Refresh
Student Classes
Time | Class Name | Subject | Teacher | Room
09:15 | 10T/Ar1 | Art | Miss K. Burrows | Art Room 3
10:15 | 10T/Ar1 | Art | Miss K. Burrows | Art Room 3
11:35 | 10x/Ma1 | Mathematics | Mrs L. Vernon | Maths Room 4
12:35 | 10x/En1 | English | Mr J. Atkinson | English Room 5
14:30 | 10x/Fr2 | French | Mr M. Konchalski | Language Room 3
Student Timetable...

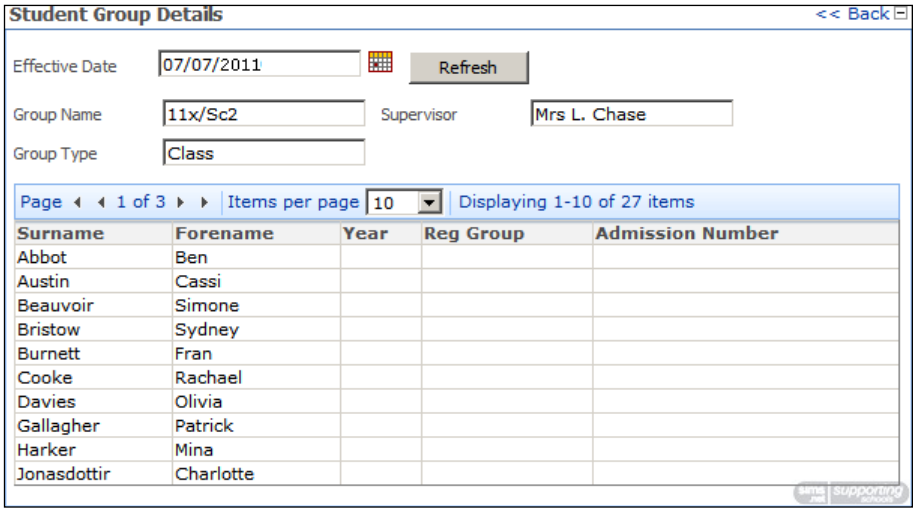
To select a date for the classes you wish to view:

1. Click the **Calendar** icon adjacent to the **Effective Date** field and select a date.


Student Classes - Ben Abbot
<< Back
Effective Date
02/07/2011
Refresh
Student Classes
Jul
2011
Sun Mon Tue Wed Thu Fri Sat
31 1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 1 2 3 4
5 6 7 8 9 10 11
Today
Clear
Teacher | Room
Miss K. Burrows | Art Room 3
Miss K. Burrows | Art Room 3
Mrs L. Vernon | Maths Room 4
Mr J. Atkinson | English Room 5
Mr M. Konchalski | Language Room 3

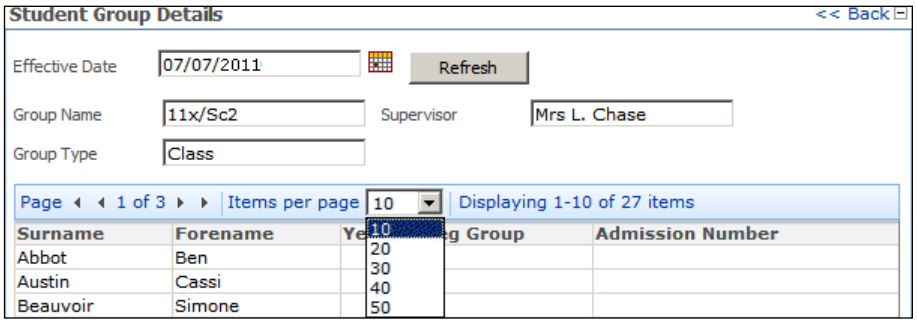
2. Click the **Refresh** button to update the display.

To display the **Student Group Details** page, click on a link in the **Class Name** column.



The **Student Group Details** page displays the class **Supervisor** and a list of class members.

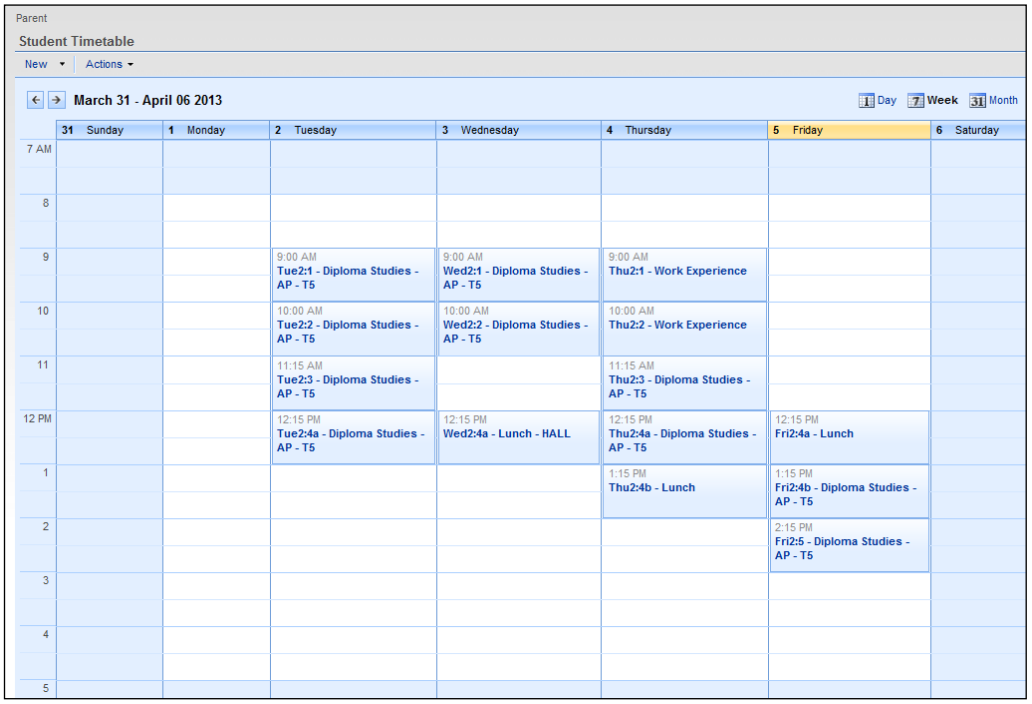
You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



Student Timetable

The **Student Timetable** page is accessible via the **Student Dashboard** by clicking the **<Student Name> Timetable** button on the **Student Details** web part.

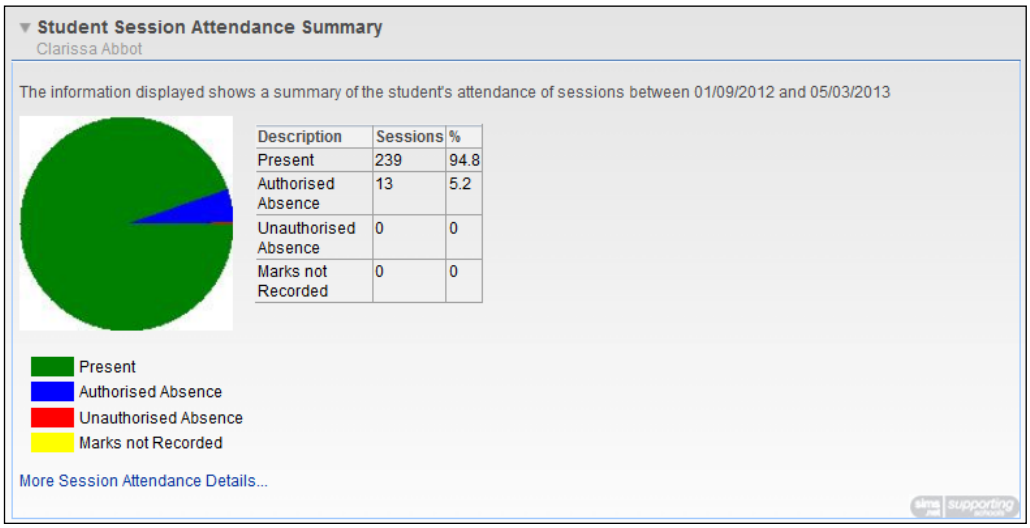
To change the timetable view, select the **Day**, **Week** or **Month** button. Use the arrow buttons next to the date (range) at the top to change the date (range) being displayed.


Parent
Student Timetable
New
Actions
March 31 - April 06 2013
Day
Week
Month
31 Sunday
1 Monday
2 Tuesday
3 Wednesday
4 Thursday
5 Friday
6 Saturday
7 AM
8
9
10
11
12 PM
1
2
3
4
5
9:00 AM Tue2:1 - Diploma Studies - AP - T5
10:00 AM Tue2:2 - Diploma Studies - AP - T5
11:15 AM Tue2:3 - Diploma Studies - AP - T5
12:15 PM Tue2:4a - Diploma Studies - AP - T5
9:00 AM Wed2:1 - Diploma Studies - AP - T5
10:00 AM Wed2:2 - Diploma Studies - AP - T5
12:15 PM Wed2:4a - Lunch - HALL
9:00 AM Thu2:1 - Work Experience
10:00 AM Thu2:2 - Work Experience
11:15 AM Thu2:3 - Diploma Studies - AP - T5
12:15 PM Thu2:4a - Diploma Studies - AP - T5
1:15 PM Thu2:4b - Lunch
12:15 PM Fri2:4a - Lunch
1:15 PM Fri2:4b - Diploma Studies - AP - T5
2:15 PM Fri2:5 - Diploma Studies - AP - T5

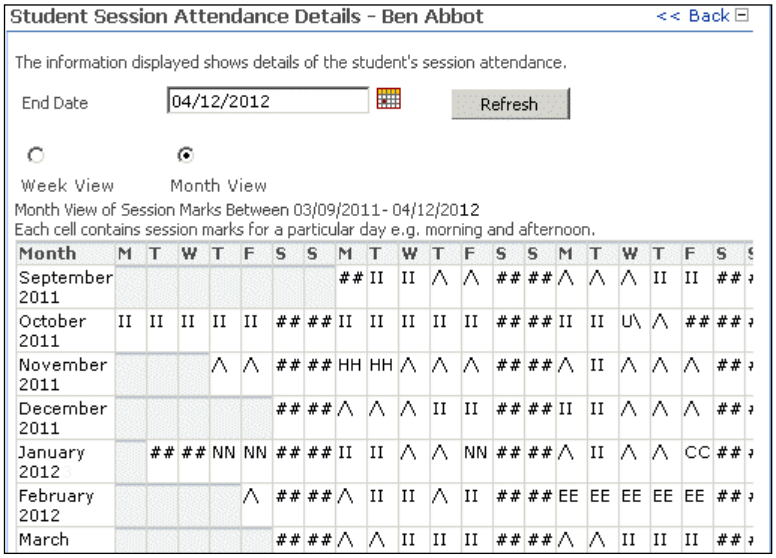
Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of session marks. The school day is split into two sessions: morning (AM) and afternoon (PM). Session attendance marks keep a record of a child's presence at session registration.

You can also view this panel by clicking the **more info** button in the top right-hand corner of the **Conduct**, **Key Performance Indicators** or **Assessment** web part on the **Student Dashboard** to display the **Student Summary** page, and then scrolling to this panel.

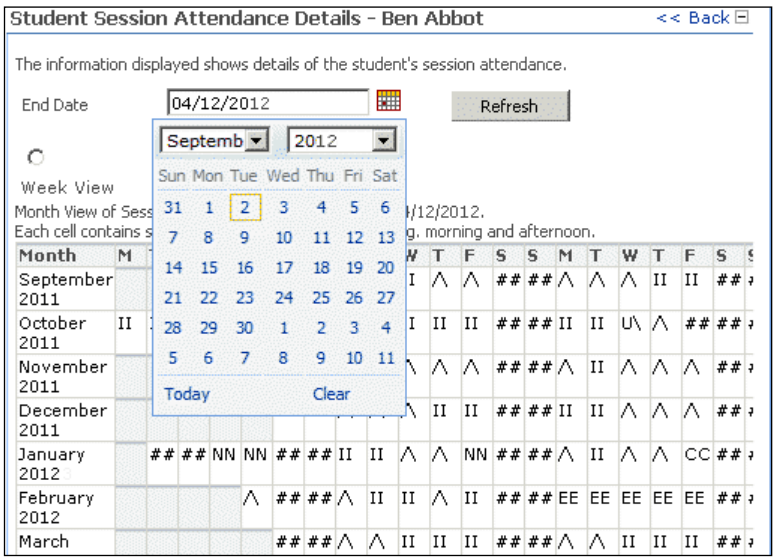

Student Session Attendance Summary
Clarissa Abbot
The information displayed shows a summary of the student's attendance of sessions between 01/09/2012 and 05/03/2013
Description | Sessions | %
Present | 239 | 94.8
Authorised Absence | 13 | 5.2
Unauthorised Absence | 0 | 0
Marks not Recorded | 0 | 0
Present
Authorised Absence
Unauthorised Absence
Marks not Recorded
More Session Attendance Details...

Click the **More Session Attendance Details** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table describes what the various session marks mean.


Student Session Attendance Details - Ben Abbot
<< Back
The information displayed shows details of the student's session attendance.
End Date
04/12/2012
Refresh
Week View
Month View
Month View of Session Marks Between 03/09/2011- 04/12/2012
Each cell contains session marks for a particular day e.g. morning and afternoon.
Month | M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S
September 2011
October 2011
November 2011
December 2011
January 2012
February 2012
March

To view the session marks for another week or month:

1. Click the **Calendar** icon and select an **End Date**.

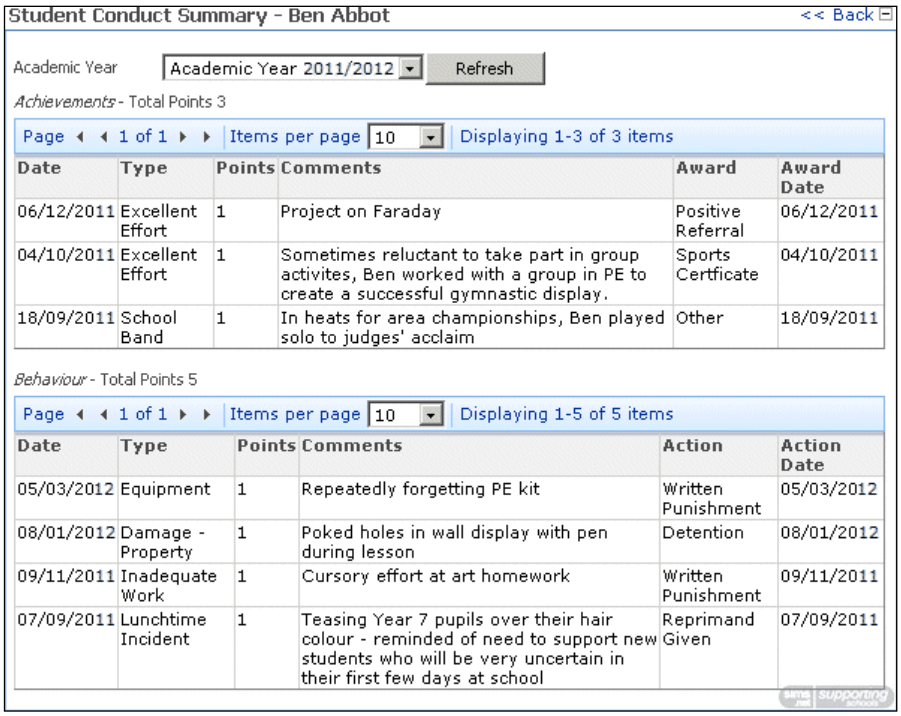


2. Select the **Week View** or **Month View** radio button.
3. Click the **Refresh** button to update the display.

Student Conduct

The **Student Conduct Summary** panel provides a list with details of **Achievements** and **Behaviour** events for the selected **Academic Year**. It is accessible via the **more info** button on the **Assessment** web part of the **Student Dashboard**.

You can also view any current or previous report cards by clicking the **Actively on Report** or **Previous Report Cards** hyperlinks in the **Behaviour** section.



Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2011/2012 | Refresh

Achievements - Total Points 3

Page 1 of 1 | Items per page 10 | Displaying 1-3 of 3 items

Date	Type	Points	Comments	Award	Award Date
06/12/2011	Excellent Effort	1	Project on Faraday	Positive Referral	06/12/2011
04/10/2011	Excellent Effort	1	Sometimes reluctant to take part in group activites, Ben worked with a group in PE to create a successful gymnastic display.	Sports Certficate	04/10/2011
18/09/2011	School Band	1	In heats for area championships, Ben played solo to judges' acclaim	Other	18/09/2011

Behaviour - Total Points 5

Page 1 of 1 | Items per page 10 | Displaying 1-5 of 5 items

Date	Type	Points	Comments	Action	Action Date
05/03/2012	Equipment	1	Repeatedly forgetting PE kit	Written Punishment	05/03/2012
08/01/2012	Damage - Property	1	Poked holes in wall display with pen during lesson	Detention	08/01/2012
09/11/2011	Inadequate Work	1	Cursory effort at art homework	Written Punishment	09/11/2011
07/09/2011	Lunchtime Incident	1	Teasing Year 7 pupils over their hair colour - reminded of need to support new students who will be very uncertain in their first few days at school	Reprimand Given	07/09/2011

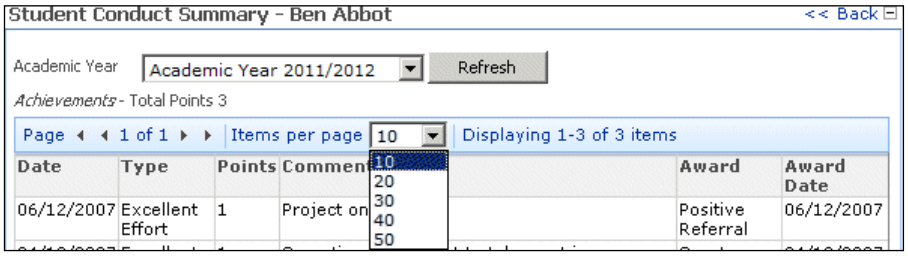
Select an **Academic Year** from the drop-down list and click the **Refresh** button to update the display.

Student Conduct Summary - Ben Abbot << Back

Academic Year: Academic Year 2011/2012 | Refresh

<all>
Academic Year 1997/1998
Academic Year 1998/1999
Academic Year 1999/2000
Academic Year 2000/2001
Academic Year 2001/2002
Academic Year 2002/2003
Academic Year 2003/2004
Academic Year 2004/2005
Academic Year 2005/2006
Academic Year 2006/2007
Academic Year 2007/2008
Academic Year 2008/2009
Academic Year 2009/2010
Academic Year 2010/2011
Academic Year 2011/2012

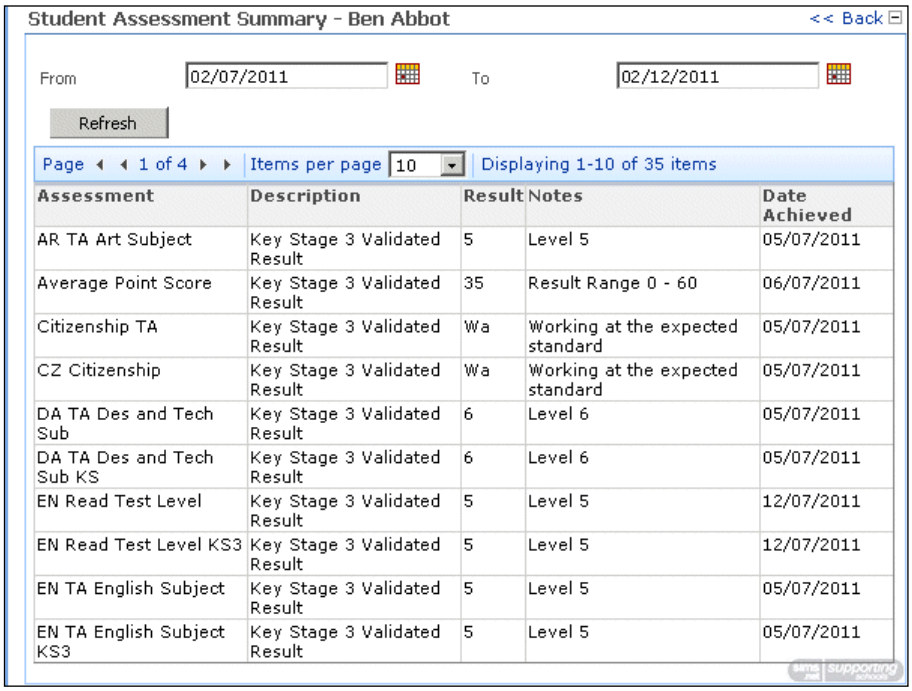
You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



More Information:
Viewing Report Cards on page *20*

Student Assessment

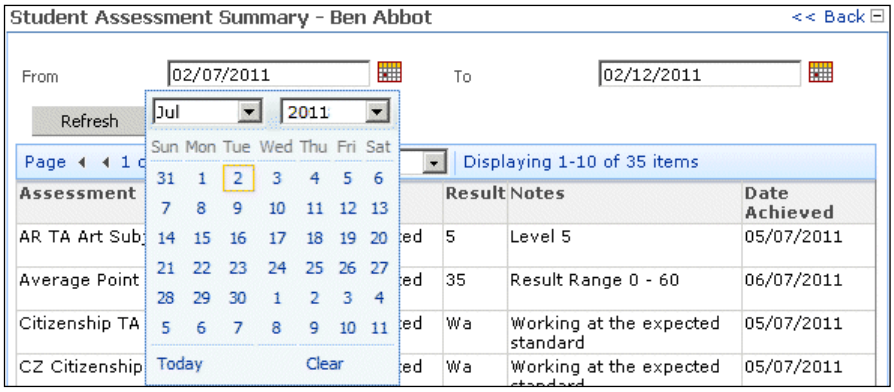
The **Student Assessment Summary** panel displays all of your child's assessment results for the selected date range. It is accessible via the **more info** button on the **Assessment** web part of the **Student Dashboard**.



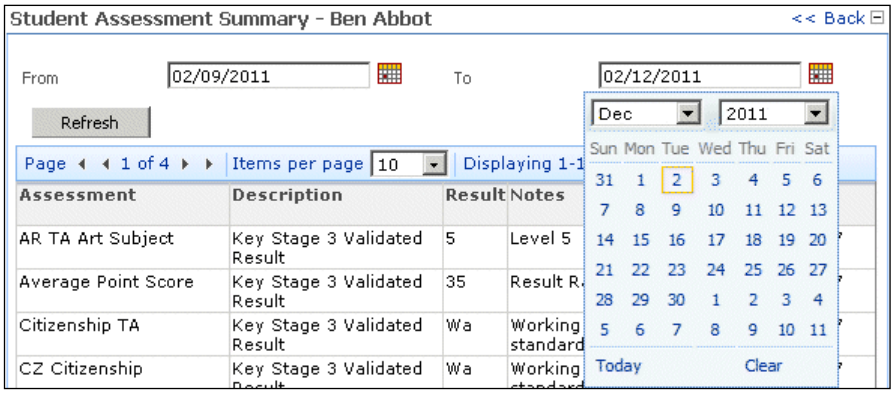
To view assessment results within a specific date range:

1. Select the check boxes for the type of absence you wish to view.

2. Click the **Calendar** icon adjacent to the **From** field and select a **From** date (the earliest date from which you want to view assessment results).

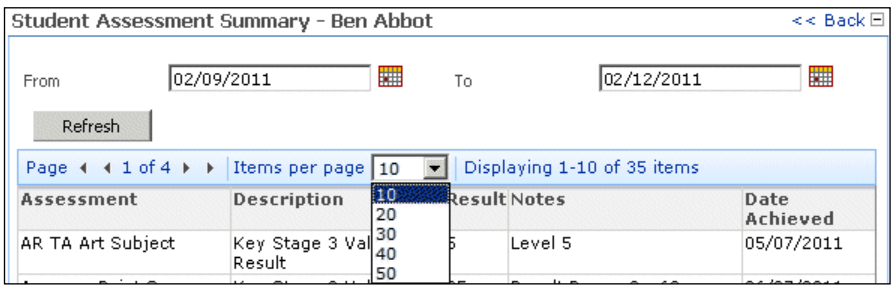


3. Click the **Calendar** icon adjacent to the **To** field and select a **To** date (the latest date to which you want to view assessment results).



4. Click the **Refresh** button to update the display.

   You can move between pages by clicking the arrows in the **Page** bar and change how many **Items per page** are displayed by selecting a number from the drop-down list.



Index

A

accessing
- student dashboard 14

C

changing
- password 5
- security question and answer 6

E

editing
- password 5
- security question and answer 6

L

logging out of the Parent Portal site 4

M

my account page 5
my children dashboard 8

P

passwords
- changing 5
- requesting new 7

R

requesting
- new user account password 7

S

security 1
- changing question and answer 6
- requesting a new password 7
- system 1

Parent Portal site
- logging out 4

student assessment page 32
student classes page 26
student conduct page 31
student dashboard 13
- assessment 18
- attendance 15
- conduct 16
- key performance indicators 17
- student details 14

student session attendance page 29
system security 1

U

user account details 5
using
- dashboard web parts 14

V

viewing
- assessment information 17, 18
- attendance information 15
- conduct information 16
- key performance indicators 17
- my account page 5
- reports 19
- student details 14
- user account details 5

W

web parts
- events 10
- headlines 8
- latest announcements 8
- student assessment 32
- student classes 26
- student conduct 31
- student details 14
- student session attendance 29
- today's attendance 9
- view reports 19